

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CAPACITY BUILDING CATALOGUE

We are pleased to announce that the [Capacity Building Catalogue](#) has been updated. The curriculum, which is focused on the Workforce Investment Act (WIA), has been expanded to include several new courses. This brings the total to 25 different courses and services now available.

The Capacity Building Unit (CBU) of the Workforce Investment Division provides staff development training and technical assistance to the workforce community. The catalogue listings indicate course length, class size, any prerequisites for the training, a brief description of the course including learning objectives, and the designated lead trainer.

Training may be hosted by any WIA-funded organization, such as a Local Workforce Investment Board, one-stop career center, or partner agency. The CBU provides the trainer and appropriate training materials at no cost to the host site. In return, the host site provides an appropriate facility along with any necessary equipment, and controls the roster of participants. Please note that due to travel budget restraints, training services will not be offered unless planned attendance for the event is full. In addition, some curricula (e.g., multiple events, skills training) may not be available considering the budget shortage balanced against other training requests.

If you are interested in training, please contact the designated lead trainer assigned to the specific course in question to discuss scheduling a training date or to learn more about the course. Classes are generally booked a minimum of 60 days in advance. Please consult the [Training Calendar](#) for the most current schedule.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division